



DEPARTMENT OF ENVIRONMENTAL QUALITY  
POLICY AND PROCEDURES

**SUBJECT:** ATTIRE AND IDENTIFICATION  
STANDARD

**Number:** 07-001

**Date:** December 20, 1996

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**Revision:** June 25, 2001

**ISSUE:**

Department of Environmental Quality (DEQ) employees must be able to identify themselves during working hours to their customers (businesses and the general public). Furthermore, it is important that all staff maintain a professional appearance during working hours.

**DEFINITIONS:**

**DEQ office setting:** Any office location where DEQ employees are assigned.

**Field Work:** Work/Assignment which is performed outside the DEQ office setting.

**Official DEQ Identification:** A lapel pin, engraved name tag, or identification patch bearing the DEQ name and logo, provided by the DEQ to a DEQ employee for the purpose of identifying that person as an employee of the DEQ.

**POLICY:**

**General Requirements:** All employees are expected to maintain a neat, clean, and well-groomed professional appearance during working hours. Professional appearance is not limited to or defined as business suits and/or dresses. It is the DEQ's intent that a more "relaxed" professional appearance is acceptable as an everyday attire standard. This "relaxed" professional appearance standard for the office setting does not mean that all forms of attire are acceptable. Examples of inappropriate attire within the office setting are as follows (this list is NOT intended to be all inclusive): sweatpants; shorts; bib overalls; spandex/exercise clothing; tank tops; bandanas; slippers; and thongs/flip-flops.

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There may be occasions where it would be appropriate for employees who perform field work (e.g., site inspections, work at cleanup sites and/or similar activities) to wear such attire as coveralls, jeans, or some form of protective clothing. Protective clothing shall be provided by the DEQ in accordance with the respective collective bargaining agreements and federal and/or state regulations. Employees performing such field work would still be expected to maintain a neat, clean, and well-groomed professional appearance. Employees must use their professional discretion as to appropriate attire.

Furthermore, attire bearing logos and/or advertisements that negatively or inappropriately depicts the DEQ or promotes third-party businesses (e.g., clothing that advertises the local tavern) is prohibited. Failure to meet the aforementioned standard may result in corrective action.

**Employee Identification Standards:** The DEQ shall provide a **DEQ Lapel Pin** and a **Plastic Engraved Name Tag** to all DEQ employees for identification purposes. All DEQ employees will be expected to wear one or both of these items or other DEQ optional attire (per Policy No. 07-002) while involved in public contact outside the office setting during working hours.

In addition to the DEQ Lapel Pin and Name Tag, the DEQ shall also provide an employee, at the employee's request, up to three **Identification Patches**, embroidered with the DEQ logo and name, for identification purposes. These Identification Patches may also be used as employee identification, at the discretion of the employee.

**Acceptable Use of Official DEQ Identification:** Use of official DEQ identification is limited to employees of the DEQ during their working hours. A DEQ employee may not give or provide official DEQ identification to a person who is not a DEQ employee, nor may a DEQ employee wear official DEQ identification during non-working hours.

When used, the DEQ Lapel Pin and Name Tag must be worn on or near the lapel or collar of the employee's garment.

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If and when used, the DEQ Identification Patch must be sewn to the left shoulder of the employee's garment, or sewn to the lapel or pocket of the employee's shirt, blouse, jacket, sweater, or vest. The garment on which the Identification Patch is worn must be solid, and preferably neutral, in color. Neutral colors include blue, white, beige, tan, green, or yellow.

**PROCEDURE - Ordering/Replacement/Disbursement of Official DEQ Identification:**

**Responsibility**

**Action**

Office of Personnel Services

1. Secures vendors to provide DEQ Lapel Pins, Plastic Engraved Name Tags, and Identification Patches.

Ensures that all Name Tags are of same make, model, and color.

2. Distributes DEQ Lapel Pin to new employees with their Orientation Packet.

Personnel Liaison

3. Orders and maintains replacement DEQ Lapel Pins for division staff through vendor.

4. Orders all Plastic Engraved Name Tags for division staff.

5. Orders Identification Patches for division staff, as necessary.

6. Orders replacement Name Tags and Identification Patches for staff as needed due to normal wear and tear.

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Employee

7. Makes initial request of up to three Identification Patches from division Personnel Liaison.

8. Responsible for the replacement cost of additional DEQ Lapel Pin(s) and Plastic Engraved Name Tag(s) and Identification Patch(es) if replacement is for reasons other than normal wear and tear.

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Approved: 

Date: 